

GOVERNOR'S ADVISORY COUNCIL (GAC)
ON SERVICES FOR AGING AND ADULTS WITH PHYSICAL DISABILITIES

March 1, 2016
10:00 am – 12:00 pm
Smyrna Rest Area Conference Room
Smyrna, Delaware

PRESENT: Bob Brown; Evelyn Hayes; Bonnie Hitch; Suzanne Howell; Arlene Littleton; Katie Macklin; Karen McGloughlin; LaVaida Owens-White; William Payne; Lelia Perkins; Debra Veenema; Barbara Willis; James Young

EXCUSED: Carolyn Fredricks; Mary Miller; Jalpurnia Trader

VACANT SEATS: (1) Consumer Disabled – Wilmington; (2) Consumer Disabled – Kent; (3) Consumer Disabled – Sussex; (4) Consumer Disabled – At-Large; (5) Consumer Disabled – At-Large; (6) Disabled Public/Non-Profit – At-Large; and, (7) Disabled Public/Non-Profit – At-Large

DSAAPD (Division of Services for Aging and Adults with Physical Disabilities) Staff Present:
Lisa Bond, Director; Susan Bailey, Executive Secretary

Agenda

- I. Call to Order
- II. Review of Minutes January 19, 2016
- III. Review of Absence Rule in Code
- IV. Code Change Process/Timeline
- V. Vacancies/Marketing
- VI. Old Business
- VII. New Business
- VIII. Roundtable
- IX. Next Meeting: April 4, 2016
- X. Adjourn

I. Call to Order

The meeting was called to order at 10:06 am by Co-Chair Arlene Littleton.

II. Review of Minutes

The minutes from the January 19, 2016, meeting was discussed. Two changes were requested under the Roundtable section: Bonnie mentioned that DART enhanced routes to include Eden Hill Medical Center, not Beebe; and, Arlene discussed DAN which was not spelled out in the minutes as Delaware Aging Network. With these corrections, the committee approved the minutes.

III. Review of Absence Rule in Code

Susan Bailey distributed a spreadsheet showing committee attendance during the last year, along with the code showing the rule about possible dismissal from the council due to excessive unexcused absences. Discussion was held regarding tracking absences going forward, creating a Governance Committee to oversee these issues. Attendance issues will be addressed going forward, not retroactive.

The language in the code seems contrary to the goal of recruiting members; verbiage should be changed from "shall" to "may" in section (h). Wording seems ambiguous – committee needs to define excused and unexcused absences. Absences should be addressed in a positive way and before the third absence. Members would like to find out how the Governor's Council procedure on absenteeism is dealt with. Staff will draft a procedure to discuss at the next meeting. It will be sent to committee members prior to the meeting.

In the meantime, Susan will continue tracking the absences and add reminders when sending out meeting information.

Committee would also like to re-address the opportunity to hold video- or conference-calls to assist those members who might not be able to attend in person.

IV. Code Change Process/Timeline

Cindy Mercer was unavailable to attend this meeting as she was pulled into training.

Lisa updated committee on Cindy's meeting with Debbie Gottschalk regarding code changes. Any changes the committee wishes to make must be submitted in the fall. Staff can take the discussions from by-law changes and draft a copy to send to the council, along with a timeline showing deadlines for submissions. Cindy also discussed with Debbie whether or not the political party requirements can be removed. Debbie stated that she didn't think they can be removed; however, it should not be a problem adding the option of someone who is registered as Independent.

V. Vacancies/Marketing

Staff provided the committee with handouts to discuss ideas on how to recruit new members. One page was a listing of Disability Networking Contacts, with organization names, contacts, and contact information. This list only provided disability as the only openings the council has is for disabled members. Suggestions were made to add ACCESS Delaware to the disabled list and create a list for aging, ensuring that Delaware Aging network is on it. Committee members asked to receive the contact list so they can add some additional organizations

Contact information on the flyer directs callers to Susan Bailey; if the committee forms a Governance sub-committee, they can direct callers to their designated person. Committee would also like to see a link to the council information on DSAAPD's web page on the flyer.

Committee members are encouraged to send any changes and additions to the drafts back to staff. DSAAPD will also reach out to their provider network.

Representative Peterman from Milford is creating a new aging and disabled committee; committee wants to find out information on the focus of his committee. As a group, the committee would like to send a letter to Rep. Peterman letting him know of our committee – Arlene requested staff to draft this letter. They would also like to invite him to present at a future meeting.

Lisa mentioned that DSAAPD does sponsor and man information tables/booths at some conferences. Manning these tables is another item that a Governance sub-committee could do. Committee members can rotate manning the tables to help recruit new members. Blank Governor's Advisory Committee cards to hand out will be brought to next meeting for members to use. If any member is interested in joining the Governance sub-committee, members should contact Susan, who will compile a list and bring in to next committee meeting.

A suggestion was made to have a committee member speak at the LIFE conference in Sussex County, which focuses more on disabilities. Although DSAAPD is paying for it, advertising spin could be placed showing that the council is sponsoring. It was mentioned that they would be very receptive to have speakers there.

It was requested that Lisa gather a list of conferences and booths sponsored by DSAAPD and committee members could pick and see what they'd be interested in attending. Wilmington Wellness Day is happening on April 30 and booths can be rented for \$40 if the committee is interested.

VI. Old Business

Discussion was re-introduced about the duties and expectations of the council. The council meets so that staff can update the committee so members can take concerns/information to the next level – either by going to their legislators or creating a report to the legislators/governor. As an example, Delaware Aging Network met with their legislators in January.

Also discussed was to find key areas of focus and targets for the year. We could request the governor or a member of his staff to attend to find out what his focus is on. A question on what should be reported – we can ask the Sussex County council what they report to the county executive to give an idea of what items to use. All committee members are asked to submit three-five top issues to staff to bring in to next meeting to discuss.

Elections for Chair and Co-Chair are to be held in the June 2016 meeting. Code stipulates that all committee members should sit on at least one sub-committee. Before we recruit, sub-committees and focuses should be decided.

Staff is asked to draft a work plan and send out to the committee on organizing the tasks and steps needed to be done, such as sub-committees, recruiting, etc. Members also mentioned that meetings should be held somewhere that is handicap-accessible.

Some topic suggestions were scam calls (legislate state law to block), healthcare derivation-such as who can do catheterization. AARP is currently looking at the subject – suggestion was made to invite them in to report about it.

The DSAAPD Strategic plan is in process. Committee wants to ensure it is linking up with the hot topics to ensure our constituents are taken care of.

The Advocacy sub-committee meeting was discussed. Minutes of that meeting will be forwarded to Susan Bailey to be attached.

VII. New Business

The waitlist for services was distributed with meeting items. The committee will see the report on a regular basis. This includes contract services. The cause of the waitlist is both money and staffing; and these items are mentioned in the State Plan. Committee asked for staff to provide high-risk numbers. Committee voted to provide a letter to the Joint Finance Committee (written by staff) to ask for \$2 million to assist in decreasing the size of the waitlist. Committee asked for the links of the [DHSS](#) and [DSAAPD](#) presentations to the Joint Finance Committee.

VIII. Roundtable

Discussion held on terms on term lengths and how renewed.

KMcGloughlin-request to bring blank name tents for visitors at meetings. Suggest tax on soda, etc. similar to Philadelphia, to support services.

KMacklin-traveling efficacy forum to DC on April 4-6 to meet with members of congress re: Alzheimer's; Federal funding bill for \$350m signed in December. State plan to address issues is moving along; report should be available soon.

JYoung-will meet with Senator Hall-Long will pursue legislation; discussion today was wide-ranging and needs to keep us on focus.

BBrown-appreciate Lisa's help with letters; need to create focus on key issues for committee but still need to have presenters once in a while.

LOWens-White-good discussion and getting on track and focus; CVS and Delaware Ecumenical Council on Children and Families are doing a caregiver event during Lent to provide caregivers with more information. This needs to be expanded as many aren't always able to attend events at specific times.

WPayne-Discussion was interesting.

ALittleton-look into conference call options.

BWillis-thank Susan and Lisa, especially for weather updates.

IX. Next Meeting

Next meeting is scheduled for April 4, 2016. It will be held at the Smyrna Rest Area Conference Room, Smyrna, DE.

X. Adjournment

The meeting was adjourned at 12:13pm.